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OTE 86-8558

21 JUL 1986

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Training and Education

25X1 SUBJECT:

Recommendation for Quality Step Increase -

25X1 1. It is recommended [] be awarded a Quality Step
25X1 Increase for sustained excellence over the period August 1984 -
25X1 June 1986. []

25X1 the past two years, [] has gravitated to the senior
training assistant position responsible for directing all program
administration, thanks to a combination of energy, organization
and leadership rarely seen at the GS-07 level. She handles very
well a job heretofore done by a GS-09. This involves training new
employees, establishing procedures for all offices, setting
standards, priorities and deadlines. In addition to these
25X1 principal functions, [] also is competent in using ADP
25X1 systems including AIM and VM, serves as [] technician in
operational training, and instructs incoming students on use of
the WANG systems.

25X1 2. Throughout this period, [] has displayed a level
of judgment, organizational and negotiating skills that match in
every respect the normal performance of officers considerably
senior to her. These talents and this dedication have been

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SUBJECT: Recommendation for Quality Step Increase -
 [redacted]

instrumental in enabling [redacted] Operations Training Division to function effectively despite personnel shortages of from 6 to 15 people at a time. The very broad effect of her contribution to operational training, the success of her efforts, the standards for professional behavior that she has set for herself and inspires for others, and her consistent dedication to the excellence of our training mission all combine to single out [redacted] for this special recognition. We have every expectation that [redacted] performance will continue at this same excellent level.

[redacted]

Attachments:

- A - Bio Profile
- B - PARS (2)

APPROVED:

 Deputy Director for Administration

 Date

Distribution:

- Orig - Addressee, w/atts
- 1 - DDA/CMS, w/o atts
- 2 - DDA, w/o atts
- 2 - D/OTE Chrono, w/o atts
- 1 - C/PB/OTE, w/atts
- 2 - OTE Registry, w/o atts (Dummies)
- 1 - C/PB [redacted] w/atts
- 1 - Registry, [redacted], w/o atts (Dummy)

DA/OTE/C/OTD [redacted] :ss (30Jun86)

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